

Attachment C

Sample List of Equipment and Supplies

Equipment, Electrical Resources and Displays

☐ **Public Address system**

☐ Speaker's microphone fixed or hand-held

☐ Audience's microphone(s)

☐ Speakers and amplifiers

☐ **Podium**

☐ **Video system**

☐ Projector (check light)

☐ Screen

☐ **Laptop computer**

☐ Cables

☐ Standard mouse or wireless

☐ Cable(s)

☐ Video camera ☐ Digital camera

☐ Computer table with chair

☐ Back-up equipment

☐ Department floor displays

☐ Banners

Supplies

☐ Tape ☐ Scissors ☐ Clips

☐ Pens ☐ Highlighters

☐ Paper pads for notes

☐ Stapler and remover

☐ Business card collection box or basket

☐ Event evaluation forms

☐ Event evaluation collection box

☐ String or rope

Miscellaneous

☐ Registration signage

☐ Instructions to CAL-Card holders and Volunteers

☐ Registration lists

☐ Agenda

☐ Registration alpha signs

☐ Bid sheets

☐ Blank name badges

☐ Tally sheets

☐ Table signs

☐ Parking signs

☐ Other _____

At the Registration Table

- | | |
|---|---|
| <input type="checkbox"/> Registration lists | <input type="checkbox"/> Brochures (if DPAC, DGS or SBDC not available) |
| <input type="checkbox"/> Registration signage | <input type="checkbox"/> <i>Selling Goods and Services</i> |
| <input type="checkbox"/> Blank name badges | <input type="checkbox"/> <i>How to Do Business with California State Government</i> |
| <input type="checkbox"/> Enlarged floor map | <input type="checkbox"/> <i>Your Training Highway to Winning Caltrans Contracts</i> |
| <input type="checkbox"/> Evacuation plan | <input type="checkbox"/> Business cards |
| <input type="checkbox"/> Laptop and accessories (cables, standard or wireless mouse, USB) | |
| <input type="checkbox"/> Printer | |
| <input type="checkbox"/> Calculator | |
| <input type="checkbox"/> Programs/Agenda | |
| <input type="checkbox"/> Name tag maker <input type="checkbox"/> Other _____ | |

At the Buyers' Stations

- ☐ Bid sheets
- ☐ Pens
- ☐ Business cards
- ☐ Calculator